

Superior Court of California

County of San Bernardino

Employment Opportunity



Legal Processing Supervisor I

\$3,598.40 - \$4,593.33 approximate monthly

Application deadline: 4:30 p.m., Monday, November 09, 2009

Announcement # 09-022

The eligible list resulting from this recruitment will be used to fill a current vacancy in San Bernardino and Rancho Cucamonga and future vacancies throughout the Court.

The Legal Processing Supervisor I act as a first line supervisor over an operational unit or document processing section, small court-wide function or small unit of multiple document processing functions.

Typical duties of Legal Processing Supervisor I include, but are not limited to:

- ❖ Plan, organize, coordinate, assign, and evaluate the staff within the unit; participate in selection and discipline; approve leave time and time cards; train staff in work unit assignments.
- ❖ Review reports, error lists, and the work of others making or overseeing the necessary corrections; ensure time deadlines are met for all work unit activities; oversee the fiscal/cashiering responsibilities within assigned work unit.
- ❖ Review and resolve complex work unit issues, complaints or problems that may require research or compiling information; research case histories and codes as needed by judges or other court staff.
- ❖ Act as liaison between the court, attorneys, officials, and other court personnel and the public; confer with judges, court managers, attorneys, law enforcement representatives and other agencies on matters that involve coordination of people and/or process; work with computer support personnel to resolve problems.
- ❖ Perform related duties as assigned.

Requirements: Three years of increasingly responsible and varied technical court experience and some lead or supervisory experience or any combination of training and/or experience that could likely provide the desired knowledge and abilities. **Note:** College level courses in business or public administration, criminal justice or related field can substitute for a maximum of two years of experience. Specific education and experience related to the work of the section may be required.

Examination: The examination will consist of a written test that may cover the following areas: Legal Terminology and Concepts, Supervision, and Interpersonal Skills and Public Contact. Candidates will be notified of the date of the written test approximately two (2) weeks prior to testing.

How to Apply: Applicants must complete and submit a Superior Court application. Applicants substituting education for experience **must include a copy of degree or official college transcripts.** Application materials can be obtained on the internet at www.sb-court.org, via e-mail at personnel@courts.sbcounty.gov or in person at the Court Human Resources Office. **Faxed applications will not be accepted.**

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing a pre-placement drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

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